

Sound Experience – Job Description

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Galley Coordinator

Accountability: Captains and Program Coordinator

General Scope: Responsible for overall food service on *Adventuress*. *Adventuress* serves vegetarian-style fare (no-meat options). Includes shopping, inventory, and meal planning. Facilitate a healthy galley with plentiful and nutritious food service. Responsible for daily cooking of three non-meat meals/snacks for day programs for crew. During overnight voyages responsible for coordinating the galley with watch teams for Breakfast/Dinner, and cooking the lunch meal/snacks/desserts. This role will require some training and teaching of watch leaders and participants in safe food preparation in fun and engaging ways. Actively support the mission of Sound Experience. Positively work with youth. Promote SE programs.

Job Parameters: Seasonal, full-time. Average 22 days on/month with minimum 6 days off/month. On-the-job training provided.

Requirements: Ability to cook quality vegetarian meals for 12 to 37 people with limited budget, volunteer support and small space. Attend ship board training, Current First Aid and CPR certificates, food handler's permit, enrollment in drug testing program, and federal/state criminal background checks.

Specific Duties:

1. Produce or help facilitate the making of three high quality vegetarian meals and additional snacks in a timely manner coordinated with the program schedule.
2. Create or use the menus provided. Menus must be youth oriented or appropriate for adults (trip dependent). Be sensitive to food allergies or dietary issues of participants.
3. Prepare the menu for crew or volunteers to use when Galley Coordinator is on time off. Be sure galley is stocked for food for relief cooks.
4. Maintain an on-going inventory. Call in orders to the office as necessary, purchase from local coops, or online ordering from bulk suppliers for some items as required. Keep inventory of cleaning supplies (including toilet paper) so these can also be ordered at the same time.
5. Make local shopping trips for fresh items and non-bulk orders as necessary when in port. Work with captains, program coordinator and office program staff to schedule resupply schedule.
6. Work together with watch team to create meals during overnight trips. Train participants on galley procedures and health codes.
7. Keep and turn in accurate paper work, receipts, menus, meal count, etc. as required by the on-duty captains. Work with the captains to monitor and stay within parameters of limited budget.
8. Actively participate in all aspects of shipboard life: chores, sail prep, stowing of personal gear, group decision-making and process, ship maintenance. Assist in solving problems which may involve the education program, galley, participants, the living community, etc.
9. Positively represent Sound Experience to participants, public, parents, and teachers. Project SE's philosophies of care and concern for Puget Sound by sharing "green" operations of reducing food waste, composting, local food supply, and container recycling.
10. Use prudent judgement at all times concerning the safety of participants and crew. Serve as a role model. Be on a first name basis with all participants.
11. Work with volunteers and interns in a constructive, positive and encouraging manner. Help train interns and volunteers to work in galley.
12. Be thoughtful and skillful in working with young people through appropriate motivation and discipline techniques.
13. Maintain health code standards and follow procedures for the galley. Orient all new crew to the galley and procedures.
14. Follow health care procedures as directed by Program Coordinator and Captains.
15. Fill out evaluations, participate in crew meetings, etc. as requested.
16. Keep Galley clean, organized, and updated. Label & date leftovers. Keep refrigerator clean.
17. Serve as member of safety team with important duties of securing and evacuation of below decks area.